

JOB OPPORTUNITY

ADMINISTRATOR –Pettis County Health Center

The Board of Pettis County Health Center is accepting applications for an Administrator. The Administrator will be responsible for all health center activities including personnel management, policy development, staff training, preparation and oversight of a \$1.2 million budget, and fulfilling contract obligations. The Administrator will facilitate planning activities within local coalitions and community partnerships based on current health and safety needs assessments.

Pettis County Health Center is a political subdivision of Pettis County, Missouri, and is governed by an elected Board of Trustees. It is financed by a property tax, contracts with Missouri Department of Health and Senior Services, and client fees for select services.

Qualifications: Master's degree in a health-related or business field. The successful candidate will possess or be willing to obtain a certificate in public health administration or certification as a public health administrator and have a minimum of three years experience in management/administration. Additional skills /experience desired:- grant writing, policy development, human resources financial management, and familiarity with emergency response/NIMS. Must have above average computer and oral and written communication skills.- Salary commensurate with experience and education. Excellent benefit package included.

Application: Send resume and transcript to Pettis County Health Center, ATTN: Board of Trustees, 911 E. 16th St., Sedalia, MO 65301 before June 30, 2009. EOE/AA